



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 95881
SANTA ANA CA 92709-5881

ABO 12500.2B
ABF/24
11 MAY 1998

AIR BASES ORDER 12500.2B

From: Commander
To: Distribution List

Subj: POSITION CLASSIFICATION AND JOB GRADING APPEAL PROCEDURES
COVERING NON-ADVERSE ACTIONS

Ref: (a) FPM 511 (NOTAL)
(b) CPI 511.6 28 Jun 82 (NOTAL)
(c) FPM Supplemental 532-1 (NOTAL)

1. Purpose. To publish policy concerning procedures for filing position classification and job grading appeals from actions that do not involve a change to lower grade.

2. Cancellation. ABO 12500.2A.

3. Information

a. Position Appealed. An employee is entitled to appeal only the position to which officially assigned. Position classification and job grading appeal procedures are identical except that:

(1) General Schedule (GS) employees may appeal either to the Department of the Navy or to the Office of Personnel Management (OPM) as outlined in references (a) and (b).

(2) Wage Grade (WG) employees must first appeal to the Department of the Navy before appealing to the Office of Personnel Management as outlined in reference (c).

b. Designation of Representative. Employees may designate a representative to speak and act for them in the appeal process. If so, the appeals case must include a signed statement from the employee(s) designating such representative.

c. Filing Appeals. Appeals described in this Order may be filed at any time.

d. Appeals Procedures. An appeal must be in writing and should contain the following information:

(1) Employee's name and mailing address.

- (2) Location of position or job.
- (3) Present title and grade of the appealed position.
- (4) The requested title and grade, or other classification action.
- (5) A statement that the official position or job description is complete and accurate.
- (6) Reasons why the employee believes the position or job is not classified correctly.
- (7) A statement of any facts that the employee thinks may affect the appeal.

e. Appeals Adjudication Offices

(1) Appeals to Navy

(a) Address such appeals to the Department of Defense, Civilian Personnel Management Service, Field Advisory Service (FAS), 1400 Key Blvd, Arlington, VA 22209-5144 via (1) the appropriate official listed below, and (2) the Commandant of the Marine Corps (MPC-30).

<u>Employee's Place of Employment</u>	<u>Send via</u>
MCAS El Toro	Commanding General Marine Corps Air Station El Toro (Santa Ana), CA 92709-5001
MCAF Tustin	Officer in Charge Marine Corps Air Facility Tustin, CA 92710-5001
MCAS Yuma	Commanding Officer Marine Corps Air Station Yuma, AZ 85369-5000
MCAS Camp Pendleton	Commanding Officer Marine Corps Air Station Camp Pendleton, CA 92055-5150

(b) During the adjudication of a position classification appeal the Department of the Navy will:

1 Decide whether the position is appropriately classified with regard to title, series, and grade; and

2 Change the classification of the position to the appropriate title, series, and grade where the facts warrant. This means that a position classification appeal may result in continuation of the position at its current grade, evaluation to a higher grade, or reduction to a lower grade.

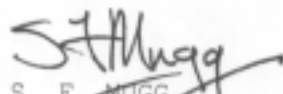
(2) Appeals to the Office of Personnel Management.
Address such appeals as follows:

<u>Employee's Place of Employment</u>	<u>Send to OPM</u>
MCAS's El Toro and Camp Pendleton and MCAF Tustin	U.S. Office of Personnel Management San Francisco Region Compliance & Evaluation Division 211 Main Street, 7th Floor San Francisco, CA 94105
MCAS Yuma	U.S. Office of Personnel Management Southwest Region Classification & Appeals Branch 1100 Commerce Street Dallas, TX 75242

4. Action. This Order will be required reading for management officials (civilian and military) who exercise supervisory control over General Schedule and Wage Grade employees. Supervisors are responsible for ensuring that employees are aware of and understand appeal rights and procedures, and appellants will be required to promptly furnish any factual information requested during processing of an appeal. The Human Resources

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Office will advise and assist employees and management officials in presenting and processing individual actions, obtain any additional information needed, reevaluate positions, determine appropriate job grading and take any further action required or considered appropriate.


S. F. MUGG
Chief of Staff

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